

JAN 1968

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MEMORANDUM FOR: DIRECTOR OF SECURITY

SUBJECT : RECORDS MANAGEMENT REPORT FOR 1967.

1. THE RECORDS ADMINISTRATION PROGRAM OF THE OFFICE OF SECURITY HAS AGAIN IN 1967 RESULTED IN SUBSTANTIAL SAVINGS IN THE FIELD OF PAPERWORK MANAGEMENT. IN EACH PHASE OF THE PROGRAM, FROM THE CREATION OF PAPER TO ITS DESTRUCTION, WE HAVE STRIVED FOR ECONOMY AND EFFICIENCY. SET FORTH BELOW IS A DETAILED REPORT OF THE RECORDS PROGRAM ACTIVITIES DURING THE PAST YEAR.

## 2. RECORDS CREATION

(A) CORRESPONDENCE - DURING 1967, DESTRUCTION OF DUPLICATE COPIES OF CORRESPONDENCE CONTINUED AT THE DESK LEVEL. THIS MANAGEMENT PROCEDURE RESULTED IN THE DESTRUCTION OF 326 LINEAR FEET OF MATERIAL OVER THE PAST YEAR, ACCOUNTING FOR SAVINGS IN EQUIPMENT, MAINTENANCE, SERVICE AND SPACE OF \$17,894.14.

(B) FORMS MANAGEMENT - IN THE RECORDS CREATION PHASE, THE FOLLOWING 139 FORMS MANAGEMENT ACTIONS WERE TAKEN AFFECTING 3,149,100 COPIES OF SECURITY FORMS:

NEW FORMS DRAFTED	-	11
OLD FORMS REVISED	-	14
OLD FORMS OBSOLETE	-	14
OLD FORMS REPRINTED	-	99

THE OFFICE OF SECURITY NOW HAS IN USE 268 VARIOUS TYPE FORMS. ONCE AGAIN, THE OFFICE MANAGED TO HOLD THE LINE ON NEW FORMS CREATED, TO THE EXTENT THAT THE OBSOLETIONS OUT-NUMBERED NEW FORMS BY THREE, THUS SHOWING A REDUCTION IN OUR OVERALL ACTIVE FORMS FROM 271 IN 1966 TO 268 IN 1967.

## 3. FILES MAINTENANCE

(A) A MATERIAL INVENTORY OF THE OFFICE OF SECURITY SHOWED AN INCREASE IN THE AMOUNT OF MATERIAL BEING MAINTAINED AT HEADQUARTERS. IN 1966, RECORDS HOLDINGS ON HAND TOTALED 11,869 LINEAR FEET. THE 1967 INVENTORY RECORDED 12,051 LINEAR FEET ON HAND FOR AN INCREASE OF 182 LINEAR FEET. OVERALL OFFICE OF SECURITY HOLDINGS FOR BOTH HEADQUARTERS AND DOMESTIC FIELD OFFICES WAS 12,887 LINEAR FEET. COST OF ADDITIONAL FILING

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Excluded from automatic  
downgrading and  
declassification

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EQUIPMENT, MAINTENANCE, SERVICE AND SPACE RESULTING FROM THE HEADQUARTERS INCREASED HOLDINGS IS \$9,989.98 A YEAR.

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SINCE THIS IS THE FIRST YEAR THAT WE HAVE INVENTORIED THE OFFICE OF SECURITY HOLDINGS AT [REDACTED] FIELD OFFICES, NO INCREASE OR DECREASE IS REPORTED. [REDACTED] FIELD OFFICES TOTALED REPORTED HOLDINGS FOR 1967 WAS 836 LINEAR FEET OF RECORDS AND 354 LINEAR FEET OF NON-RECORD BOOKS, MAPS, PERIODICALS, ETC.

(B) THE FOLLOWING TYPES OF FILING EQUIPMENT ARE IN USE IN THE OFFICE OF SECURITY AT HEADQUARTERS. THE VARIOUS TYPES OF FILING EQUIPMENT TOTALED 1145 IN 1967 VERSUS 1117 IN 1966, FOR AN INCREASE OF 28.

SAFES (CORRESPONDENCE SIZE)	362
SAFES (CARD)	6
CABINETS (CORRESPONDENCE)	31
CABINETS (CARD)	38
SHELF UNITS	554
OTHER UNITS (ROTARIES, BOOKCASES, ETC.)	154
TOTAL FILING EQUIPMENT	1145

#### 4. RECORDS DISPOSITION

(A) RECORDS CONTROL SCHEDULES DATING FROM 1964 TO 1967 ARE NOW IN THE PROCESS OF BEING REVISED AND UPDATED TO JANUARY 1968. THE PROJECT WILL INCLUDE THE REVIEW OF 325 ITEMS FOR INCLUSION, REVISION OR OBSOLETION AND WILL TOTAL 25 COMPLETE AREA RECORDS SCHEDULES. ADDED TO THE PREVIOUSLY EXISTING SCHEDULES WILL BE NEW SCHEDULES FOR THE INVESTIGATIONS DIVISION, INDUSTRIAL SECURITY DIVISION, TECHNICAL SECURITY DIVISION AND THE [REDACTED] FIELD OFFICES. UPON COMPLETION, THE OFFICE OF SECURITY WILL BE ONE OF THE VERY FEW OFFICES IN THE AGENCY TO HAVE COMPLETE, UP-TO-DATE AND APPROVED RECORDS CONTROL SCHEDULES AND VITAL MATERIALS SCHEDULES.

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(B) DURING 1967, INACTIVE MATERIAL RETIRED TO THE RECORDS CENTER TOTALED 607 LINEAR FEET. THIS BRINGS OUR TOTAL HOLDINGS AT THE CENTER UP TO 3,068 LINEAR FEET. OUR SAVINGS IN EQUIPMENT, MAINTENANCE, SERVICE AND SPACE RESULTING FROM RECORDS RETIRED DURING THE YEAR 1967 WAS \$33,318.23.

(C) RECORDS DESTROYED AT HEADQUARTERS DURING 1967 TOTALED 1010 LINEAR FEET. AN ADDITIONAL 338 LINEAR FEET OF RECORDS WAS DESTROYED AS PLANNED AT THE RECORDS CENTER. HEADQUARTERS DESTRUCTION, MINUS THAT REPORTED IN PARAGRAPH 2. (A), RESULTED IN AN OVERALL SAVINGS OF \$37,544.76 IN EQUIPMENT, MAINTENANCE, SERVICE AND SPACE.

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5. VITAL MATERIALS

(A) THE OFFICE OF SECURITY'S VITAL MATERIALS SCHEDULE AND PROGRAM IS CURRENT. ALL MATERIAL LISTED IN THE SCHEDULE IS ON DEPOSIT AND ALL MONTHLY AND SEMI-MONTHLY DEPOSITS HAS BEEN MADE THROUGHOUT THE YEAR. DESTRUCTION OF MATERIAL REPLACED BY MORE CURRENT MATERIAL HAS BEEN ACCOMPLISHED.

(B) THE REVISION AND UPDATING OF OUR VITAL MATERIALS SCHEDULE AND PROGRAM TO 1968 WILL BEGIN WITH THE COMPLETION OF THE UPDATING AND REVISION OF OUR GENERAL RECORDS SCHEDULES. THE REVISION AND UPDATING WILL NECESSITATE THE ON-THE-SPOT REVIEW OF SOME 21 ITEMS, THE COLLECTION, PREPARATION, SUBSTITUTION, RECORDING AND TRANSFER TO THE CENTER OF 11 HARD COPY ANNUAL DEPOSITS AND THE PHOTOGRAPHING OF 500,000 OTHER SECURITY RECORD ITEMS.

6. RECORDS PROGRAM DEVELOPMENT

(A) THREE OFFICERS AND 9 CLERICAL PERSONNEL VISITED THE RECORDS CENTER AT [REDACTED] AT VARIOUS INTERVALS DURING 1967 FOR BRIEFINGS ON RECORDS RETIREMENT PROCEDURES AND TECHNIQUES INCLUDING RECORD CENTER OPERATIONS.

(B) NINE INDIVIDUALS WERE TRAINED AT HEADQUARTERS IN RECORDS RETIREMENT AND RETRIEVAL PROCEDURES AND TECHNIQUES.

(C) THE ASSISTANT RECORDS MANAGEMENT OFFICER, [REDACTED], SATISFACTORILY COMPLETED THE AGENCY'S MIDDLE MANAGEMENT COURSE; ATTENDED THE TENTH ANNUAL AREA CONFERENCE IN NEW YORK WHERE HE WAS QUALIFIED FOR ACCEPTANCE AS A MEMBER OF THE ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS OF AMERICA; ATTENDED THE SUPPORT SERVICES REVIEW; AND WILL COMPLETE AN ACCREDITED GRADUATE COURSE IN THE MANAGEMENT OF INSTITUTIONAL RECORDS SYSTEMS AT AMERICAN UNIVERSITY ON JANUARY 16, 1968.

[REDACTED] INTENDS TO CONTINUE HIS FORMAL EDUCATION AT AMERICAN UNIVERSITY, SPECIALIZING IN ADVANCED MANAGEMENT.

7. PROGRAM PARTICIPATION AND EFFECTIVENESS

THE RECORDS PROGRAM OF THE OFFICE OF SECURITY IS PURSUED ON A TOTAL EFFORT WITH NO DISPROPORTIONATE EMPHASIS OF ONE PHASE OF RECORDS MANAGEMENT OVER ANY OTHER PHASE. THE PROGRESS AND SAVINGS RESULTING FROM THE RECORDS ADMINISTRATIVE PROGRAM IN THE OFFICE OF SECURITY ATTESTS TO THE OVERALL OFFICIAL INTEREST AND PARTICIPATION. THE FOLLOWING TOTAL 1967 SAVINGS STAND AS PROOF OF THIS PARTICIPATION AND SUCCESS.

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RECORDS DUPLICATION CONTROLS	-	\$17,894.14
RECORDS RETIREMENT	-	33,318.23
RECORDS DESTRUCTION	-	37,544.76
TOTAL RECORDS SAVINGS	-	<u>\$88,757.13</u>

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INCREASED RECORDS HOLDINGS, INCLUDING COST OF NEW FILING EQUIPMENT	-	\$ 9,989.98
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ACTUAL SAVINGS	-	\$78,767.15
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ALL FIGURES USED IN COMPUTING THE ABOVE SAVINGS WERE  
TAKEN FROM THE RECORDS ADMINISTRATIVE BRANCH COMPUTED  
GUIDANCE PAPER DATED AUGUST 1963.

  
CHIEF, SECURITY RECORDS AND  
COMMUNICATIONS DIVISION

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